



Vermont Democratic Party response to Interim Audit Report

Neil P. Reiff

to:

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From: "Neil P. Reiff" <reiff@sandlerreiff.com>

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1 Attachment



VDP timesheet.doc

Nicole, in response to the Commission's recommendation in the Interim Audit Report regarding staff time keeping, the Vermont Democratic Party provides the following response:

The Vermont Democratic Party had elected to pay all of its employees with 100% federal funds, and is reporting all employee salaries and benefits on Schedule B line 30b. Our plan is to continue to pay all employees with 100% federal funds.

Should it arise in the future that any employees are to be paid with federal/non-federal allocated funds, the Executive Director will be responsible for ensuring employees comply with filling out the attached time sheet on a monthly basis, and creating a file for future Executive Directors to continue in compliance with this directive. The Executive Director will additionally be responsible for instructing the Compliance Consultant to report all salaries and benefits in compliance with this plan. In addition, the party will consult with counsel to ensure that a proper methodology is used to determine whether an employee must be paid entirely with federal funds or can be paid in whole or in part with non-federal funds in a given month.

Let us know if you require any additional information.

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## VERMONT DEMOCRATIC PARTY TIMESHEET

Employee \_\_\_\_\_

Month \_\_\_\_\_, 2012

[illegible]

**I certify that this timesheet is accurate and that I spent \_\_\_\_\_ hours on activities in connection with federal elections.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: Supervisor Signature      Date

**Vacation days used to date:** \_\_\_\_\_  
**Vacation days used this pay period:** \_\_\_\_\_  
**Remaining vacation days:** \_\_\_\_\_